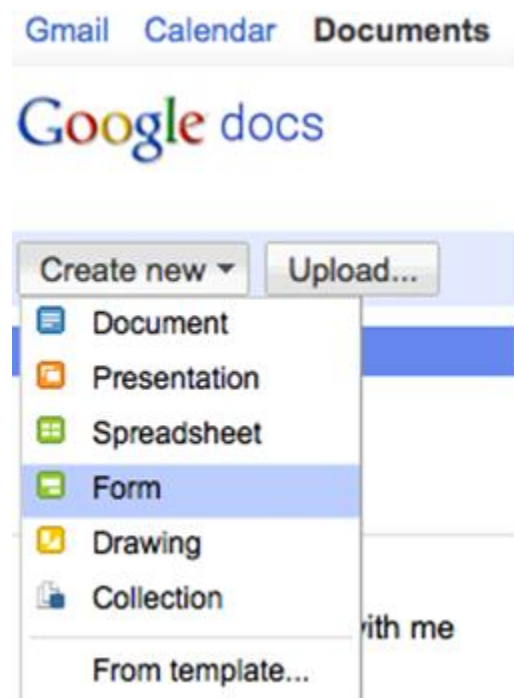


Steps to Using Flubaroo

Step 1. Create an Assignment

Sign into your Google docs account, and create a new "Form". Forms are multiple-choice style surveys that you can share with anyone (e.g. via email). Every time someone fills out the form, their responses are placed as a new row in an accompanying spreadsheet.



Once you've created a new form, just add in the questions for your assignment. It will look like the photo below. Be sure to include a couple questions that will allow you to identify the student (such as first name, last name, and student id). If you want to email each student their grade, be sure to also include a field for their email address.

Once done entering questions, save and close the form.

+ Add Item
Theme: Plain
Email this form
See responses
More actions
Save

Geography 10 - Quiz #2

Please complete this quiz before class on Thursday.

First Name *

Last Name *

Your Email Address *

Sacramento, the capital of California, was founded in what year? *

☐ 1839
☐ 1849
☐ 1850
☐ 1851

What is the capital of Louisiana? *
Correct spelling counts!

Nashville is the capital of what state? *

☐ Tennessee
☐ Boston
☐ South Dakota
☐ North Dakota

Edit

Once saved, your form will have a new, empty spreadsheet associated with it. For more on using forms, read [Tips on Using Forms](#).

Step 2: Create an Answer Key

Open up the form, fill it out with the correct answers and submit it. Be sure to enter your name too, so you can identify this entry later on as the answer key. Not sure how to find or open the form you just created? Click [here](#) for help.

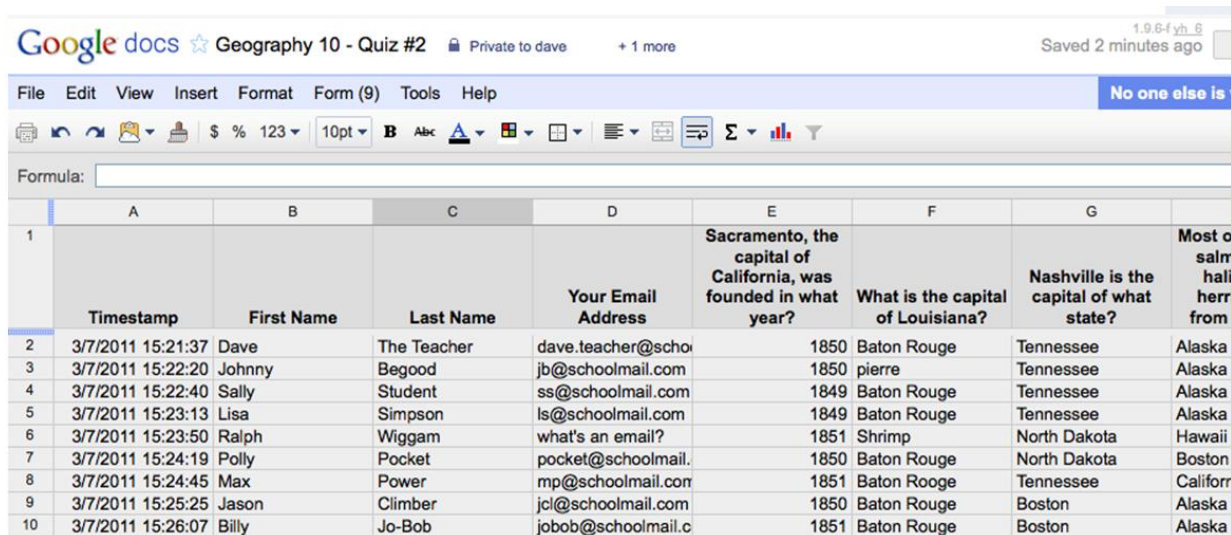
Step 2: Create an Answer Key

Open up the form, fill it out with the correct answers and submit it. Be sure to enter your name too, so you can identify this entry later on as the answer key. Not sure how

to find or open the form you just created? Click [here](#) for help.

Email the form to your class using the "Email this form" button at the top. Alternately, just email out a link to the form, or put the link on your class website. Click [here](#) for instructions on how to get a link to the form.

All student submissions will automatically be entered into a spreadsheet, which will look something like this:



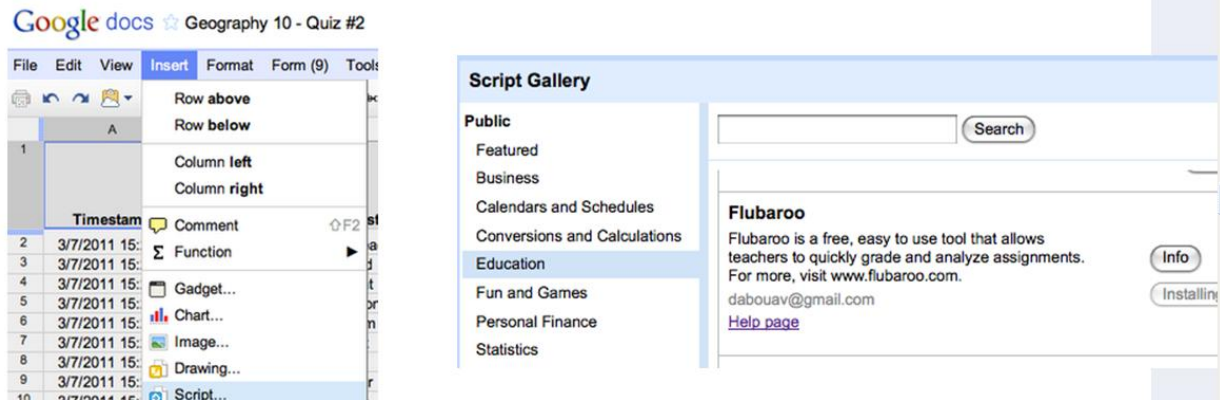
	A	B	C	D	E	F	G	H
1	Timestamp	First Name	Last Name	Your Email Address	Sacramento, the capital of California, was founded in what year?	What is the capital of Louisiana?	Nashville is the capital of what state?	Most of the state's population lives in the city of...
2	3/7/2011 15:21:37	Dave	The Teacher	dave.teacher@schoi	1850	Baton Rouge	Tennessee	Alaska
3	3/7/2011 15:22:20	Johnny	Begood	jb@schoolmail.com	1850	pierre	Tennessee	Alaska
4	3/7/2011 15:22:40	Sally	Student	ss@schoolmail.com	1849	Baton Rouge	Tennessee	Alaska
5	3/7/2011 15:23:13	Lisa	Simpson	ls@schoolmail.com	1849	Baton Rouge	Tennessee	Alaska
6	3/7/2011 15:23:50	Ralph	Wiggam	what's an email?	1851	Shrimp	North Dakota	Hawaii
7	3/7/2011 15:24:19	Polly	Pocket	pocket@schoolmail.	1850	Baton Rouge	North Dakota	Boston
8	3/7/2011 15:24:45	Max	Power	mp@schoolmail.com	1851	Baton Rooge	Tennessee	Califorr
9	3/7/2011 15:25:25	Jason	Climber	jcl@schoolmail.com	1850	Baton Rouge	Boston	Alaska
10	3/7/2011 15:26:07	Billy	Jo-Bob	jobob@schoolmail.c	1851	Baton Rouge	Boston	Alaska

Step 4 Grade It!

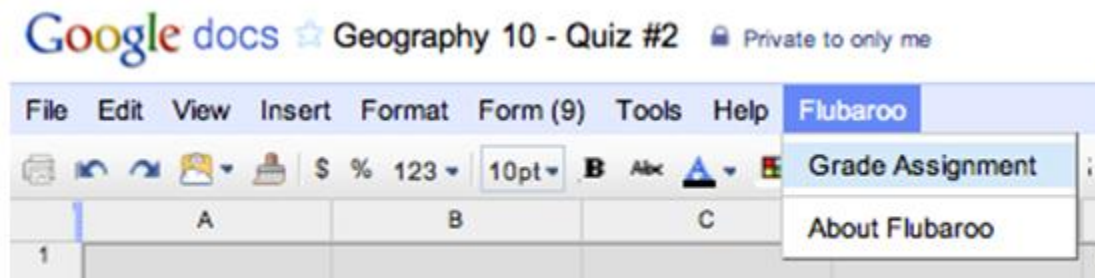
Open the spreadsheet associated with the form.

From the "Insert" menu, click "Script" (see photo below, on left). You'll be presented with a "Script Gallery" (see photo below, on right), from which you can install a multitude of useful "scripts".

To install Flubaroo, type "Flubaroo" in the box at the top, and click the Search button. Alternately, you can click on "Education" in the left pane, and then scroll down to find "Flubaroo". Once you've found it, click the "Install" button.



After installation, you'll see a new menu in the spreadsheet called "Flubaroo" (it may take a few seconds to appear). Once you're ready to grade, just select "Grade Assignment" in this menu.



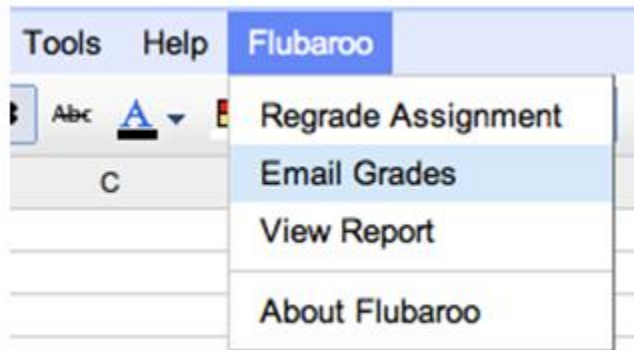
Flubaroo will ask you a few questions, such as:

- If any questions should not be graded.
- Which questions are for the purpose of student identification (e.g. name, student id, email).
- Which submission should be used as the answer key.

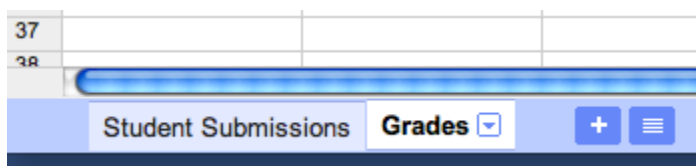
Once answered, Flubaroo will grade your assignment. This process should take less than a minute.

Note : While Flubaroo will work in any web browser, it doesn't look too nice in Firefox. This is a known issue, being worked on.

The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.



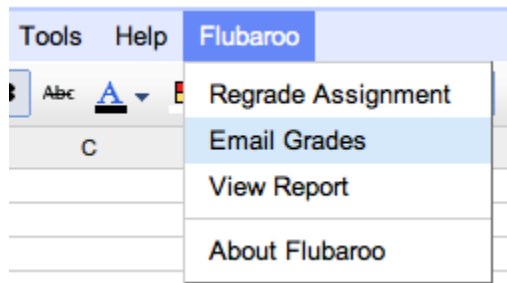
The grades created by Flubaroo will be located in an adjacent worksheet called "Grades", as shown:



For each submission, Flubaroo will show which questions were answered correctly ("1" point), which incorrectly ("0" points), and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you:

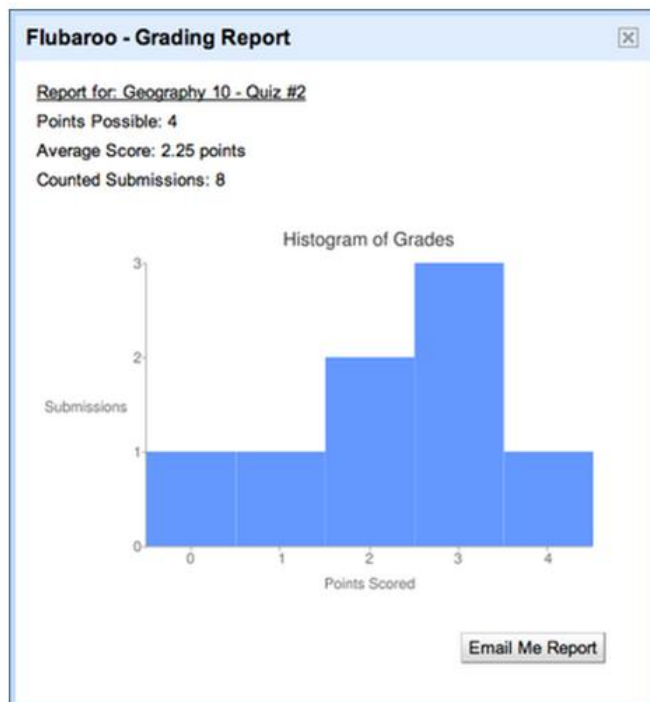
	A	B	C	D	E	F	G	
	Summary:							
1	Points Possible	4						
2	Average Points	2.25						
3	Counted							
4	Submissions	8						
5	Number of Low Scoring Questions	2						
6								
7								
	Submission Time	First Name	Last Name	Your Email Address	Total Score	Times Submitted	Sacramento, the capital of California, w ...	W of
8	3/7/2011 15:22:20	Johnny	Begood	jb@schoolmail.com	3	1	1	
9	3/7/2011 15:22:40	Sally	Student	ss@schoolmail.com	3	1	0	
10	3/7/2011 15:23:13	Lisa	Simpson	ls@schoolmail.com	4	1	1	
11	3/7/2011 15:23:50	Ralph	Wiggam	what's an email?	0	1	0	
12	3/7/2011 15:24:19	Polly	Pocket	pocket@schoolmail.	2	1	1	
13	3/7/2011 15:24:45	Max	Power	mp@schoolmail.com	1	1	0	
14	3/7/2011 15:25:25	Jason	Climber	jcl@schoolmail.com	3	1	1	
15	3/7/2011 15:26:07	Billy	Jo-Bob	jobob@schoolmail.c	2	1	0	
16								
17	Percent Correct:						50	
18								

The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.

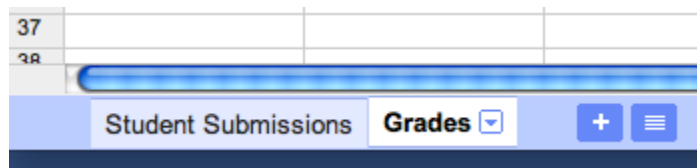


If you choose to email each student their grade, you'll be given the option to include an answer key in the email. You can also include a short message to your students. The email sent to each student will include their total score, and their score for each question (with incorrect answers highlighted in red). Note: You will only be able to email students their grades if the original assignment had a question asking them for their email address.

Choosing "View Report" shows you a summary report of the grading. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report.



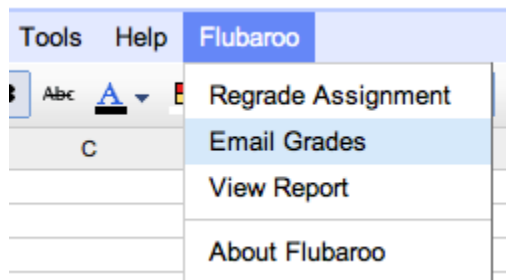
The grades created by Flubaroo will be located in an adjacent worksheet called "Grades", as shown:



For each submission, Flubaroo will show which questions were answered correctly ("1" point"), which incorrectly ("0" points), and which were not graded. If less than 60% of students got a question correct, the question will be highlighted in **orange** to alert you:

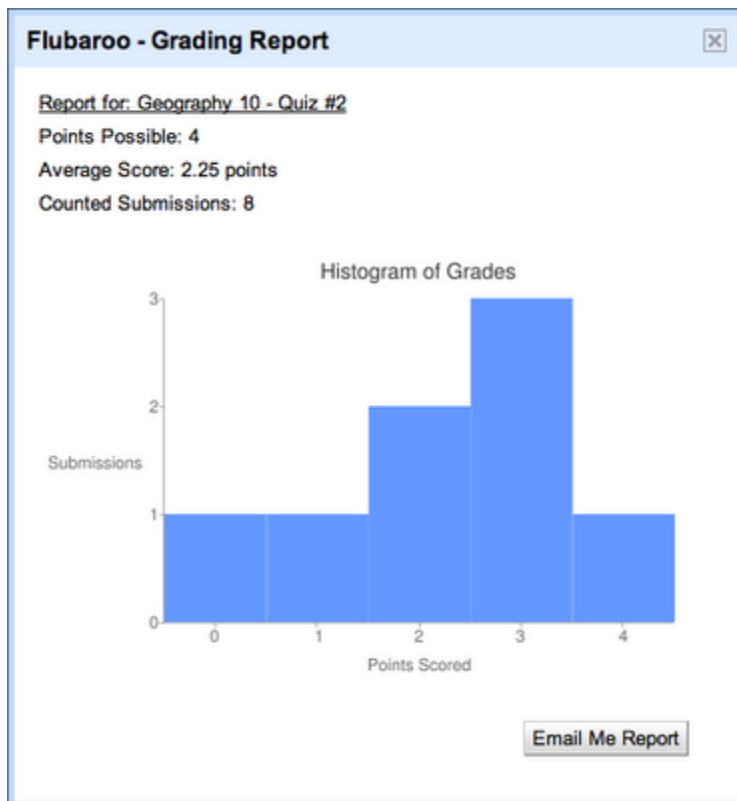
	A	B	C	D	E	F	G	
	Summary:							
1	Points Possible	4						
2	Average Points	2.25						
3	Counted							
4	Submissions	8						
5	Number of Low Scoring Questions	2						
6								
7								
	Submission Time	First Name	Last Name	Your Email Address	Total Score	Times Submitted	Sacramento, the capital of California, w ...	W of
8	3/7/2011 15:22:20	Johnny	Begood	jb@schoolmail.com	3	1		1
9	3/7/2011 15:22:40	Sally	Student	ss@schoolmail.com	3	1		0
10	3/7/2011 15:23:13	Lisa	Simpson	ls@schoolmail.com	4	1		1
11	3/7/2011 15:23:50	Ralph	Wiggam	what's an email?	0	1		0
12	3/7/2011 15:24:19	Polly	Pocket	pocket@schoolmail.	2	1		1
13	3/7/2011 15:24:45	Max	Power	mp@schoolmail.com	1	1		0
14	3/7/2011 15:25:25	Jason	Climber	jcl@schoolmail.com	3	1		1
15	3/7/2011 15:26:07	Billy	Jo-Bob	jobob@schoolmail.c	2	1		0
16								
17	Percent Correct:							50
18								

The Flubaroo menu will now offer you the ability to email each student their grades, view a summary report, or regrade the assignment. You might want to regrade the assignment if more students submitted answers, or if you want to throw out a question that most students got wrong.



If you choose to email each student their grade, you'll be given the option to include an answer key in the email. You can also include a short message to your students. The email sent to each student will include their total score, and their score for each question (with incorrect answers highlighted in red). Note: You will only be able to email students their grades if the original assignment had a question asking them for their email address.

Choosing "View Report" shows you a summary report of the grading. The report includes the distribution of grades (a histogram), and a button to email yourself a copy of the report.



Advanced Flubaroo Tips

More than one correct answer:

Want to allow for more than one correct answer to a fill-in question? Just put %or between correct answers when filling out your answer key, like this:

1. Red, green, purple, and yellow are all examples of ...

colors %or colours

If a student submits either answer, Flubaroo will mark it correct. You can even have more than 2 correct answers, like this:

1. On Monday a few students brought their dogs to class. Give the name of one of the dogs.

(only provide the name of one dog)

sabre %or pat %or big al

Important Disclaimer: Flubaroo is a tool offered for use in conjunction with Google Docs, but is not itself a Google product or service.